



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION FOR THE POST OF ASSISTANT DIRECTOR (TAXATION) (LUMP SUM RS. 75,000/-) IN PUNJAB LAND RECORDS AUTHORITY CASE NO (81H2021).**

### **MAIN RESPONSIBILITIES AND TASKS**

1. Responsible for application of correct withholding rates on vendor payment.
2. Deposit of withholding tax to Revenue authorities.
3. Responsible for tax reporting as required in tax laws to Revenue Authorities.
4. Prepare monthly taxation compliance report on the basis of data provided by Deputy Director (Payable & Payroll) and determine the difference of tax deducted/withheld (if any).

### **REQUIRED QUALITIES/DISPOSITION AND PRIORITY OF PERSONALITY TRAITS**

1. Administrative Ability.
2. Communication Skills.
3. Financial Responsibility.
4. Decisiveness.
5. Writing Skills.

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